

## Statement of Deficiencies

### 5305-H: Children's Daily Attendance

Not Met

#### Findings/Corrections

5305.H. The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 17 children were present and 12 children were signed in on the log . The daily attendance record for children shall include the time of arrival and departure of each child and the name of the person to whom the child was released . This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out.

### 5312-B: Quarterly Training

Not Met

#### Findings/Corrections

5312.B. Provider lacked documentation that the director conducted one staff training session each three month quarter consisting of dated minutes of the training sessions including training topics and signatures (not initials) of staff in attendance. THERE IS NO DOCUMENTATION THAT A STAFF MEETING WAS HELD DURING THE THIRD QUARTER OF THE LICENSURE YEAR BEING SURVEYED ( APRIL 2003 THROUGH MARCH 2004. THE THIRD QUARTER ENCOMPASSED THE MONTHS OF OCTOBER 2003, NOVEMBER 2003, OR DECEMBER 2003. THERE IS DOCUMENTATION THAT MEETINGS WERE HELD ON JUNE 12, 2003, SEPTEMBER 17, 2003, AND JANUARY 28, 2004.

### 5319-J: Daily Report for Infants

Not Met

#### Findings/Corrections

5319.J. The provider lacked a daily written report for 3 of 3 infants to include liquid intake, food intake, child's disposition, bowel movements, eating and sleeping patterns.

### 5321-J: Daily Observation of Children

Not Met

#### Findings/Corrections

5321.J. The provider did not document observations noted on children who were observed for possible signs of illness, infections, bruises and injuries, physical condition, etc. upon arrival to the center. Results including an explanation from parent and/or child shall be documented.

### 5321-K: Incidents and Accidents

Not Met

#### Findings/Corrections

5321.K. The Provider did not have documentation of **immediate** notification to the parent or designated person when children suffer head injuries while in the child care center.

### 5333-D: Planned Route

Not Met

#### Findings/Corrections

5339.D. Parents provided transportation for field trips and there was not a copy of the planned route(s) that was provided to each driver maintained in the center.